

**Privacy Policy for Personal Information
of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us or to an apartment locator service, either on paper or electronically.

How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Thanks,
Management
AG Rentals, LTD

I acknowledge that I have received and read the privacy policy of AG Rentals, LTD.

Applicant's Signature

Owner's Representative

Co-Applicant's Signature

Resident Qualifying Criteria AG Rentals

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in making your decision, we have listed below the criteria as a resident with us.

1. A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Spouses can complete one rental application.
 2. The rental application will be reviewed at the time of submission to ensure we have all information needed to determine your eligibility.
 3. Employment and monthly income must be verifiable. Total monthly income of all applicants must be **3.5** time the rent. Otherwise a guarantor is necessary. You can provide 3 months of the most current pay stubs.
 4. Each applicant must provide a government photo identification and a social security card and allow it to be photocopied.
 5. Applicants who are first time renters or who do not have income under paragraph 6 below, may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least **6** times the monthly rent and must meet all other qualifying criteria, with the exception of needing to have perfect credit. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer. A student's guarantor may only be a parent or grandparent.
 6. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available apartment, i.e., no more than two persons per bedroom. Children younger than one year of age are not considered occupants. See our attached occupancy policy for families.
 7. Applicant(s) may be denied occupancy for the following reasons:
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient Income (total of all applicants)
 - Criminal conviction history of violent or sexual crime committed by an applicant or by other occupants (including children) who plan to live in the unit
 - Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one's month's rent) No more than two current delinquencies, collections, or charge-offs.
 - Poor rental profile of any applicant (rental history reports are retained) Rental history of:
 - Non-payment or frequent late payment of rent
 - Eviction
 - Drug Use
 - Poor Housekeeping
 - Poor supervision of applicant's children
 - Unruly or destructive behavior by applicant, applicant's children or guest
 - Violence to persons or property by applicant, applicant's children or guest
- We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, or family status.

I have read and understand the above rental criteria.

Applicant	Date	Applicant	Date
Applicant	Date	Applicant	Date
Owner's Representative	Date		

FEE DISCLOSURE STATEMENT

Prior to your application to lease in our community we want to advise you of the fees you can expect when you apply for an apartment as well as when you are accepted.

APPLICATION FEE \$35: This fee is assessed at the time the application is submitted and is a **non-refundable fee**.

The application fee covers our contracted expense to Tenant Tracker for doing a background check on your credit, rental, employment, and criminal history.

ADMINISTRATION FEE \$150: This fee is assessed at the time the application is submitted. **It may or may not be refundable.** If you qualify and are offered an apartment, the fee is **non-refundable**. If you are not qualified and are not offered an apartment, the fee will be refunded. The administration fee is assessed to cover expenses, including but not limited to those listed as follows:

- Review and verification of the Tenant Tracker credit report.
- Office review and verification of employment, criminal records, and confirmation of past rental history.
- Contact and verification of guarantors.
- Lease jackets and lease forms.
- Copying and long distance expenses.
- Establishing and setting up utilities.

CLEANING FEE \$70 to \$150: Upon signing a lease, you will be charged a minimum **non-refundable** cleaning fee as indicated below. Upon move out, if we are charged for cleaning in an amount greater than the fee assessed at move-in, you will be charged for the difference. This fee is due at the time of move in.

MOVE IN RENT AMOUNTS:

- If you move in on the 1st of the month – rent for the entire month is due on the date of move in.
- If you move in on the 2nd through the 15th day of the month then rent is pro-rated on a per day basis.
- If you move in on the 16th through the last day of the month then you must pay your pro-rated rent for the current month **in addition to** your rent for the next month..

_____ AG Rentals does require each apartment to have liability insurance. There is a requirement of \$100,000 for liability. We highly recommend that you have insurance coverage on your personal belongings however it is not required.

_____ (Initial) Resident will be paying for some utilities. Utility companies can vary depending on the property you are leasing at. Please be advised that a deposit may be required. The deposit is billed after moving in the apartment.

_____ (Initial) I understand that my apartment is guaranteed to be ready at **1:00 pm on the scheduled day of move in**. (You may call to see if it will be ready in advance and we will do our best to make the move process convenient for you however, we also want to ensure that your apartment is prepared to the best of our standards.)

Applicant's Signature

Date

Signature of Owner's Representative

Date